



# **HOME BASED PRIMARY CARE TECHNICAL MANUAL**

Version 1.0

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VISTA System Design and Development

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# I. Introduction

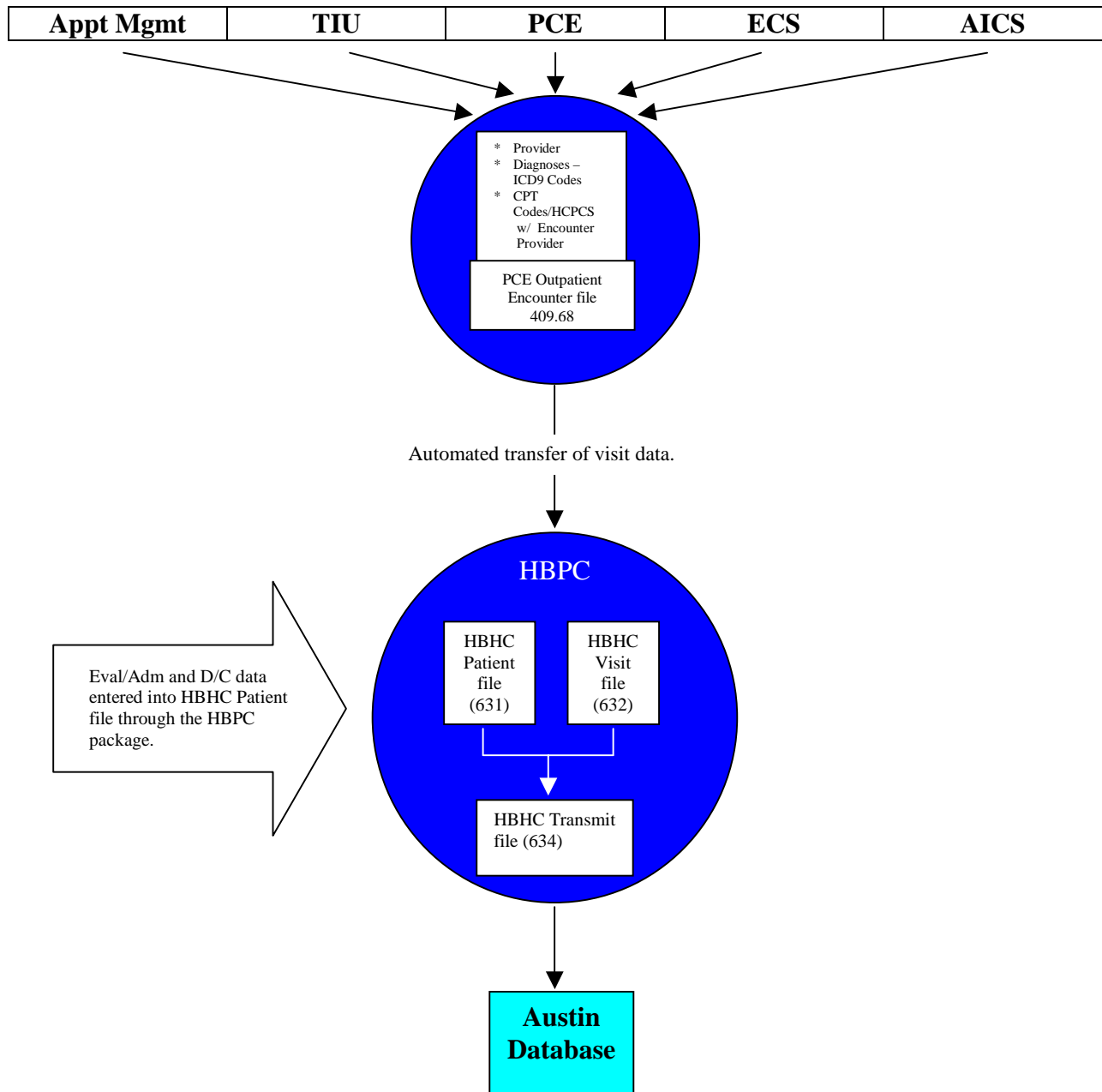
## Overview

This document is meant to be used by IRM support for the implementation and maintenance of the Home Based Primary Care (HBPC) package formally known as Hospital Based Home Care (HBHC).

The Home Based Primary Care package is a VISTA application developed for use by the HBPC Programs at the medical centers. The software:

- Allows the entry and storage of information on all Evaluations/Admissions,
- Scans Outpatient Encounters for all HBPC visits and stores the visit data,
- Allows the entry and storage of HBPC Discharge information,
- Provides reports covering all aspects of the data,
- Informs the staff when incomplete records for transmission are found,
- Transmits the data to Austin using MailMan.

## HBPC Data Flow



## II. Implementation and Maintenance

This chapter is for the IRM support person who will be implementing the software. Much of the implementation work can be done by an end user assigned the role of the application coordinator, so this information is also available in the user manual.

### Installation Check List

#### Prior to installation of the package:

- ☐ Obtain the official startup date for visit records to be electronically transmitted to Austin from the application coordinator.
- ☐ Review this chapter to get an overview of how menus and keys should be assigned.
- ☐ Ask the application coordinator or a person who works for Home Based Primary Care to complete the Worksheets at the end of the user manual. The information will be used to complete the options System Parameters Edit, Clinic File Data Entry, Team File Data Entry and Provider File Data Entry once the package is installed. These worksheets can also be used to determine who receives what menus and who should belong to the HBH mail group.

#### After Installation of the package:

- ☐ Make sure you are assigned the HBHC MANAGER key and the HBPC Information System Menu.
- ☐ Use the following options or ask the application coordinator for the package to enter all set up data in the program:
  1. System Parameters Edit.
  2. Clinic File Data Entry.
  3. Team File Data Entry. Note: It is required that all providers for the program be assigned to a team.
  4. Provider File Data Entry.
- ☐ Assign menus and, where appropriate, keys to the users.
- ☐ Set the Auto-queue File Update [HBHC AUTO-QUEUED FILE UPDATE] option to run daily, shortly after midnight.
- ☐ Assign members to the HBH mail group.
- ☐ Using FileMan, populate the Valid State Code file #631.8 with any state codes that are used by your site.

## **Assigning Menus and Keys**

### **HBPC Information System Menu**

Assign this menu to the Application Coordinator and any users who will be adding/editing data in the package.

Any person assigned this menu who is also responsible for implementing and maintaining the package needs the HBHC MANAGER key to use the Manager Menu.

Any person assigned this menu who is also responsible for transmitting the data to Austin, needs the HBHC TRANSMIT key. (This key should be limited to only those few people who will transmit the data.)

### **Reports Menu**

There may be some users who will not be entering data but who need access to reports. Assign this menu to those users.

#### **PCE Clinical Reports Menu**

While the PCE Clinical Reports [PXRR CLINICAL REPORTS] menu is not a part of the HBPC software, the options can be useful in addition to the HBPC reports.

Patient Activity by Location [PXRR PATIENT ACTIVITY BY LOC]

Caseload Profile by Clinic [PXRR CASELOAD PROFILE BY CL]

PCE Encounter Summary [PXRR PCE ENCOUNTER SUMMARY]

Diagnosis Ranked by Frequency [PXRR MOST FREQUENT DIAGNOSES]

Location Encounter Counts [PXRR LOCATION ENCOUNTER COUNTS]

Provider Encounter Counts [PXRR PROVIDER ENCOUNTER COUNTS]

### **Auto-Queue File Update**

[HBHC AUTO-QUEUED FILE UPDATE]

This option is not attached to any menu and is not assigned to anyone. The option should be queued to run every day. It performs the HBHC Visit file #632 update processing that is also found as part of the Build/Verify Transmission File option. The option runs against the Outpatient Encounter file #409.68 covering the previous 7 days of appointments and updates the HBHC Visit file with both additions and cancellations for encounters.

If any errors are found during the Auto-queue File Update, the records with errors are placed in the HBHC Visit Error file #634.2 and members of the HBH mail group are sent a mail message containing the following:

Please run Form Errors Report option for HBHC errors to correct.

This gives them the opportunity to correct problems as they arise.

The HBHC Visit Error file is deleted and rebuilt as part of the scheduled auto-queued job. Therefore, the same record may be placed in the error file after each run over the 7 days if it is not corrected, and the HBH mail group will receive a mail message each of those 7 days.

## **Assigning the HBH Mail Group**

Members of the HBH mail group receive data error messages after visit data is scanned. This group also receives any messages pertaining to the transmission of the data to Austin. Assign users to this mail group that will be responsible for correcting data errors or receiving transmission/confirmation messages.

### III. Files

<b>File #</b>	<b>Name</b>	<b>Description</b>
631	HBHC Patient	This file contains demographic, admission, discharge, and record transmission data. Input Template(s): HBHC DISCHARGE HBHC UPDATE DISCHARGE
631.1	HBHC Reject/Withdraw Reason	This file contains reason for rejecting or withdrawing HBPC patients. It is exported with data and is referenced by the HBHC Patient (#631) file. Entries should not be added to or edited in this file.
631.2	HBHC Expressive Communication	This file contains selections for expressive communication. It is exported with data and is referenced by the HBHC Patient (#631) file. Entries should not be added to or edited in this file.
631.3	HBHC Receptive Communication	This file contains selections for receptive communication. It is exported with data and is referenced by the HBHC Patient (#631) file. Entries should not be added to or edited in this file.
631.4	HBHC Provider	This file contains Provider data. The Provider name field is a pointer to VA(#200). Input Template(s): HBHC EDIT PROVIDER (#631.4)
*631.5	HBHC Type of Visit	This file contains types of visits. It is exported with data and is referenced by the HBHC Visit (#632) file. Entries should not be added to or edited in this file.
631.6	HBHC Clinic	This file contains HBHC Clinic data. The Clinic Name field is a pointer to Hospital Location (#44) file.
631.7	HBHC Period of Service	This file contains selections for HBHC Period of Service. It is exported with data and is referenced by HBHC Patient (#631) file. Entries should not be added to or edited in this file.



631.8	HBHC Valid State Code	This file is the HBHC Valid State Code file and contains state codes which are site specific. All state codes must exist in State file (#5).
631.9	HBHC System Parameters	This file contains HBHC System Parameters data and is exported with one record.
<p>Note: This file should only contain ONE record.</p> <p>The Package Name (#.01) field contains 'Hospital Based Home Care' and is not editable. The Last Mail Message Date field is maintained by the package and is not editable. The Package Startup Date field is entered by IRM on the virgin installation of the package and is not editable. The Package Startup Date represents the earliest allowable date for visit data being transmitted to Austin. The Number of Visit Days to Scan field can be edited by the user. The Transmit Report Printer, if defined by the user, will automatically print the Transmit History Report when the Transmit File to Austin option is run.</p>		
632	HBHC Visit	This file includes visit and record transmission data.
633	HBHC Team	This file contains the HBHC Team data and is referenced by HBHC Provider (#631.4) file.
633.1	HBHC Error Messages for Visits	This file contains HBHC Error Messages for Visit data. It is exported with data, and is referenced by the HBHC Visit Error(s) (#634.2) file. Entries should not be added to or edited in this file.
634	HBHC Transmit	This file contains HBHC admission, visit, discharge, and correction records for transmission to Austin.
634.1	HBHC Evaluation/Admission Error(s)	This file contains HBHC Evaluation/Admission Errors found during verification of records for transmission to Austin. Fields missing data and/or records with data inconsistencies are considered errors.

634.2	HBHC Visit Error(s)	This file contains HBHC Visit Errors found during verification of records for transmission to Austin. Fields missing data are considered errors.
634.3	HBHC Discharge Error(s)	This file contains HBHC Discharge Errors found during verification of records for transmission to Austin. Fields missing data and/or records with data inconsistencies are considered errors.
634.4	HBHC Form 6 Corrections	This file contains HBHC Form 6 Correction records awaiting transmission to Austin.
634.5	HBHC Pseudo SSN Error(s)	This file contains records with pseudo SSNs which are considered errors and should not be transmitted to Austin.
634.6	HBHC Transmit History	This file contains data from the last 12 transmit batches. Data is maintained by the package, no user input is allowed.

## IV. Routines

All routines in this package are namespaced HBH\*. You can obtain a list of the routines and their first line descriptions using the option First Line Routine Print.

PRINTS FIRST LINES

```
routine(s) ?    >    HBH*  
searching directory ...  
routine(s) ?    >    <RET>
```

```
(A)lpha, (D)ate ,(P)atched, OR (S)ize ORDER: A// <RET>  
Include line 2? NO// <RET>
```

```
DEVICE: HOME// (Enter a printer or <RET> to bring the output to your screen)
```

## V. Exported Options

See [Assigning Menus and Keys](#) for information on distribution of menus and assignment of keys.

### **HBPC Information System Menu ...**[HBHC INFORMATION SYSTEM MENU]

Appointment Management [HBHC APPOINTMENT]

Evaluation/Admission Data Entry [HBHCADM]

Discharge Data Entry [HBHCDIS]

### **Reports Menu ...** [HBHC REPORTS MENU]

Evaluation/Admission Data Report by Patient (80) [HBHCRP2]

Patient Visit Data Report (80) [HBHCRP3]

Discharge Data Report by Patient (80) [HBHCRP5]

Episode of Care/Length of Stay Report (80) [HBHCRP12]

Admissions/Discharges by Date Range Report (132) [HBHCRP7]

Rejections from HBPC Program Report (132) [HBHCRP16]

Visit Data by Date Range Report (80) [HBHCRP4]

CPT Code Summary Report (80) [HBHCRP17]

Provider CPT Code Summary Report (80) [HBHCRP22]

ICD9 Code/Dx Text by Date Range Report (80) [HBHCR19A]

Unique Patients by Date Range Summary Report (80) [HBHCRP20]

Total Visits by Date Range Report (80) [HBHCRP21]

### **Census Reports Menu ...** [HBHC CENSUS REPORTS MENU]

Program Census Report (80) [HBHCRP10]

Active Census with ICD9 Code/Text Report (132) [HBHCRP18]

Team Census Report (80) [HBHCRP11]

Case Manager Census Report (132) [HBHCRP6]

Provider Census Report (132) [HBHCRP9]

### **Transmission Menu ...** [HBHC TRANSMISSION MENU]

Build/Verify Transmission File [HBHCFILE]

Form Errors Report (80) [HBHCRP1]

Edit Form Errors Data [HBHCUPD]

Transmit File to Austin [HBHCXMT] \*\* Locked with HBHC TRANSMIT \*\*

Print Transmit History Report (80) [HBHCR15A]

### **Manager Menu ...** [HBHC MANAGER MENU] \*\* Locked with HBHC MANAGER \*\*

System Parameters Edit [HBHC EDIT SYSTEM PARAMETERS]

Provider File Data Entry [HBHC EDIT PROVIDER (631.4)]

Clinic File Data Entry [HBHC EDIT CLINIC (631.6)]

Team File Data Entry [HBHC EDIT HBHC TEAM (633)]

HBPC Provider File Report (132) [HBHCRP8]

Pseudo Social Security Number Report (80) [HBHXR14]

Re-Transmit File to Austin [HBHCRXMT]

## VI. Archiving and Purging

There are no archiving or purging capabilities available in this program.

## VII. Callable Routines

There are no callable routines.

## VIII. External Relations

The following external packages are required by this software:

VA FileMan V. 22  
Kernel V. 7.1  
MailMan V. 8  
PIMS V. 5.3

Under the DBA menu on Forum, you can use the Subscriber and Custodial Package Menus to view integration agreements between the HBPC package and other VISTA software. Note the integration agreements are under the package name of HOSPITAL BASED HOME CARE:

### Subscriber Agreements

Select Integration Agreements Menu Option: **Subscriber** Package Menu

- 1 Print ACTIVE by Subscribing Package
- 2 Print ALL by Subscribing Package

Select Subscriber Package Menu Option: **1** Print ACTIVE by Subscribing Package

\* Previous selection: SUBSCRIBING PACKAGE equals HOSPITAL BASED HOME CARE

START WITH SUBSCRIBING PACKAGE: FIRST// **HOSPITAL BASED HOME CARE**

GO TO SUBSCRIBING PACKAGE: LAST// **HOSPITAL BASED HOME CARE**

DEVICE: (Enter a device)

### Custodial Agreements

Select Integration Agreements Menu Option: **8** Custodial Package Menu

- 1 ACTIVE by Custodial Package
- 2 Print ALL by Custodial Package
- 3 Supported References Print All

Select Custodial Package Menu Option: **1** ACTIVE by Custodial Package

Select PACKAGE NAME: **HOSPITAL BASED HOME CARE** HBH

DEVICE: HOME// (Enter a device)

## IX. Internal Relations

All the HBPC package options are stand alone.

## X. Package-wide Variables

There are no package-wide variables.

## XI. Variables Used

Variable	Represents
HBHC	scratch
HBHC12	discharge status of 1 or 2
HBHC359	discharge status of 3, 5, or 9
HBHC3XMT	form 3 transmit status
HBHC5XMT	form 5 transmit status
HBHCACTN	action
HBHCADDT	admission date
HBHCADTA	adaptive tasks @ admission
HBHCADTD	adaptive tasks @ discharge
HBHCAFLG	admission data flag
HBHCAGCY	agency
HBHCAPDT	appointment date
HBHCBEG1	beginning date 1
HBHCBEG2	beginning date 2
HBHCBGDT	beginning date
HBHCBHVA	behavior problems @ admission
HBHCBHVD	behavior problems @ discharge
HBHCBLDA	bladder continence @ admission
HBHCBLDD	bladder continence @ discharge
HBHCBTHA	bathing @ admission
HBHCBTHD	bathing @ discharge
HBHCBWLA	bowel continence @ admission
HBHCBWLD	bowel continence @ discharge
HBHCBXRF	B cross-reference
HBHCBYR	birth year
HBHCC	column
HBHCCARE	last agency providing care
HBHCCAT	ICD9 category
HBHCCATB	ICD9 category beginning
HBHCCATE	ICD9 category ending
HBHCCKDT	check date
HBHCCLM1	column 1
HBHCCLN	clinic
HBHCCNT	count
HBHCCNT1	count 1
HBHCCNT4	form 4 count
HBHCCNT5	form 5 count
HBHCCNT6	form 6 count
HBHCCNTA	admit count
HBHCCNTR	reject count
HBHCCNTY	county
HBHCCOLM	column

HBHCCONT	continue flag
HBHCCP10	CPT code 10
HBHCCPT	CPT code
HBHCCPT1	CPT code 1
HBHCCPT2	CPT code 2
HBHCCPT3	CPT code 3
HBHCCPT4	CPT code 4
HBHCCPT5	CPT code 5
HBHCCPT6	CPT code 6
HBHCCPT7	CPT code 7
HBHCCPT8	CPT code 8
HBHCCPT9	CPT code 9
HBHCCPTA	CPT code array
HBHCCPTB	beginning CPT code
HBHCCPTE	ending CPT code
HBHCCPTL	CPT code list array
HBHCDAT	date
HBHCDATE	date
HBHCDAYS	days
HBHCDDTA	discharge data flag
HBHCDEST	destination
HBHCDFLG	discharge data flag
HBHCDFLT	default
HBHCDFN	data file number
HBHCDIED	died flag
HBHCDIR	DIR response
HBHCDPT	DPT (patient)
HBHCDPT0	DPT node 0 (patient file)
HBHCDPTA	DPT address node (patient file)
HBHCDR	DR string
HBHCDR1	DR string 1
HBHCDR2	DR string 2
HBHCDR3	DR string 3
HBHCDR4	DR string 4
HBHCDR5	DR string 5
HBHCDRSA	dressings @ admission
HBHCDRSD	dressings @ discharge
HBHCDSDT	discharge date
HBHCDSOA	disorientation @ admission
HBHCDSD	disorientation @ discharge
HBHCDT	date
HBHCDX	diagnosis (ICD9 code)
HBHCDX(	diagnosis (ICD9 code) array
HBHCDX1	diagnosis (ICD9 code) 1
HBHCDX2	diagnosis (ICD9 code) 2
HBHCDX3	diagnosis (ICD9 code) 3



HBHCDX4	diagnosis (ICD9 code) 4
HBHCDX5	diagnosis (ICD9 code) 5
HBHCDXL	diagnosis list array
HBHCDXPC	diagnosis piece
HBHCEATA	eating @ admission
HBHCEATD	eating @ discharge
HBHCEL	eligibility
HBHCELGD	eligibility @ discharge
HBHCELGE	eligibility @ evaluation
HBHCEND1	ending date 1
HBHCEND2	ending date 2
HBHCEXCA	expressive communication @ admission
HBHCEXCD	expressive communication @ discharge
HBHCFFFL	form feed flag
HBHCFILE	file
HBHCFL	file
HBHCFLAG	flag
HBHCFLD	field
HBHCFLD1	field 1
HBHCFLD2	field 2
HBHCFLD3	field 3
HBHCFLG	flag
HBHCFORM	form
HBHCFTOT	final total
HBHCHDR	header
HBHCHEAD	header
HBHCHERA	hearing @ admission
HBHCHERD	hearing @ discharge
HBHCHOSP	hospital
HBHCI	loop counter
HBHCICD0	ICD Diagnosis node 0
HBHCICDA	primary diagnosis @ admission
HBHCICDD	primary diagnosis @ discharge
HBHCICDP	diagnosis (ICD9 code) pointer
HBHCIEN	internal entry number
HBHCINFO	information
HBHCIOP	device name (.01 in device file #3.5)
HBHCJ	loop counter
HBHCK	loop counter
HBHCKEEP	keep flag
HBHCL	loop counter
HBHCLEAP	leap year flag
HBHCLIVD	living arrangements @ discharge
HBHCLIVE	living arrangements @ evaluation
HBHCLMTA	caregiver limitations @ admission
HBHCLMTD	caregiver limitations @ discharge

HBHCLNME	last name
HBHCLNTH	length
HBHCLOS	length of stay
HBHCLSDT	last date
HBHCLST4	last 4 digits of social security number
HBHCM	loop counter
HBHCMARD	marital status @ discharge
HBHCMARE	marital status @ evaluation
HBHCMOBA	mobility @ admission
HBHCMOBD	mobility @ discharge
HBHCMOD	CPT Modifier
HBHCMODA	mood disturbance @ admission
HBHCMODD	mood disturbance @ discharge
HBHCMS	marital status
HBHCMMSG	message
HBHCN	name
HBHCNAM	name
HBHCNAME	name
HBHCNBR	number
HBHCNDX	index
HBHCNDX1	index 1
HBHCNDX2	index 2
HBHCNM	name
HBHCNOD0	node 0
HBHCNOD2	node 2
HBHCNODE	node
HBHCNOW	now
HBHCNSHP	no hospital flag (used in patch 2)
HBHCOEP	outpatient encounter pointer
HBHCONE	one
HBHCPAGE	page
HBHCPC	piece
HBHCPC1	piece 1
HBHCPC2	piece 2
HBHCPC3	piece 3
HBHCPCNT	provider count
HBHCPHON	phone number
HBHCPIEN	provider internal entry number
HBHCPRCT	percent
HBHCPRTR	printer
HBHCPRV	provider
HBHCPRV(	provider array
HBHCPRV1	provider 1
HBHCPRV1(	outpatient provider array
HBHCPRVL	provider list array
HBHCPRVN	provider number

HBHCPRVP	provider pointer
HBHCPS	period of service
HBHCPSRV	period of service
HBHCPT	patient
HBHCQ	quit flag
HBHCQ1	quit flag 1
HBHCQAI	QA indicator
HBHCRACE	race
HBHCRC	race
HBHCREC	record
HBHCRECA	receptive communication @ admission
HBHCRECD	receptive communication @ discharge
HBHCREJ	reject/withdraw reason
HBHCREJD	reject/withdraw disposition
HBHCRFLG	rejection data flag
HBHCRFIN	referred while inpatient
HBHCSCE0	outpatient encounter zero node
HBHCSEX	sex
HBHCSP1	space 1
HBHCSP10	space 10
HBHCSP18	space 18
HBHCSP2	space 2
HBHCSP3	space 3
HBHCSP4	space 4
HBHCSP5	space 5
HBHCSP6	space 6
HBHCSP61	space 61
HBHCSP66	space 66
HBHCSP8	space 8
HBHCSSN	social security number
HBHCST	state
HBHCSTAT	status
HBHCSTDT	package startup date
HBHCSUB	subscriber
HBHCSX	sex
HBHCTDY	today
HBHCTEAM	team
HBHCTEXT	text
HBHCTFLG	transfer data flag
HBHCTIME	time
HBHCTLTA	toilet usage @ admission
HBHCTLTD	toilet usage @ discharge
HBHCTMP	temporary
HBHCTMP(	temporary array
HBHCTMP1	temporary 1
HBHCTMP2	temporary 2

HBHCTMP3	temporary 3
HBHCTMP4	temporary 4
HBHCTOT	total
HBHCTOT1	total 1
HBHCTRNA	transferring @ admission
HBHCTRND	transferring @ discharge
HBHCTXT	text
HBHCTYP	type
HBHCTYPE	type
HBHCTYPS	type with an "s" (plural)
HBHCUPD	update flag
HBHCVISA	vision @ admission
HBHCVISD	vision @ discharge
HBHCVSTP	visit file (9000010) pointer
HBHCWHO	who
HBHCWHOC	who capitalized
HBHCWHOS	who with an "s" (plural)
HBHCWLKA	walking @ admission
HBHCWLKD	walking @ discharge
HBHCWRD1	word 1
HBHCWRD2	word 2
HBHCWRD3	word 3
HBHCX	scratch
HBHCXMT3	form 3 transmit status
HBHCXMT4	form 4 transmit status
HBHCXMT5	form 5 transmit status
HBHCXREF	cross-reference
HBHCY	"-" underline
HBHCY0	Y(0) data
HBHCYEAR	year
HBHCZ	"=" underline
HBHCZIP	ZIP code
HBHCZRO4	four zeroes

## XII. Software Product Security

All HBHC files are exported with FileMan security codes set to "@" for Data Dictionary, Read, Write, Delete, LAYGO, & Audit file access. Each of the files listed below will need the FileMan security code changed from "@" to an appropriate code for the HBPC service. Each service will need to determine the proper access level for their users.

Data Dictionary and Audit access are reserved for the IRMS staff. Delete access should NOT be allowed on any HBHC files since these files point to or are referenced by other files. Read and/or Write Access is granted by virtue of the menu options that reference each file.

NUMBER	NAME	DD	RD	WR	DEL	LAYGO	AUDIT
631	HBHC PATIENT	@	@	@	@	@	@
631.1	HBHC REJECT/WITHDRAWEL REASON	@	@	@	@	@	@
631.2	HBHC EXPRESSIVE COMMUNICATION	@	@	@	@	@	@
631.3	HBHC RECEPTIVE COMMUNICATION	@	@	@	@	@	@
631.4	HBHC PROVIDER	@	@	@	@	@	@
631.5	HBHC TYPE OF VISIT	@	@	@	@	@	@
631.6	HBHC CLINIC	@	@	@	@	@	@
631.7	HBHC PERIOD OF SERVICE	@	@	@	@	@	@
631.8	HBHC VALID STATE CODE	@	@	@	@	@	@
631.9	HBHC SYSTEM PARAMETER	@	@	@	@	@	@
632	HBHC VISIT	@	@	@	@	@	@
633	HBHC TEAM	@	@	@	@	@	@
633.1	HBHC ERROR MESSAGES FOR VISITS	@	@	@	@	@	@
634	HBHC TRANSMIT	@	@	@	@	@	@
634.1	HBHC EVALUATION/ADMISSION ERRORS	@	@	@	@	@	@
634.2	HBHC VISIT ERRORS	@	@	@	@	@	@
634.3	HBHC DISCHARGE ERROR(S)	@	@	@	@	@	@
634.4	HBHC FORM 6 CORRECTIONS	@	@	@	@	@	@
634.5	HBHC PSEUDO SSN ERROR(S)	@	@	@	@	@	@
634.6	HBHC TRANSMIT HISTORY	@	@	@	@	@	@

## **Security Keys**

### **HBHC TRANSMIT**

This key locks the Transmit File to Austin [HBHCXMT] option and should be assigned to users responsible for data transmission to Austin.

### **HBHC MANAGER**

This key locks the HBHC Manager Menu [HBHC MANAGER MENU] option and should be assigned to the Application Coordinator.

## **Mail Group**

The HBH mail group receives messages concerning visit record data errors and Austin transmission confirmation messages.

## **Legal Requirements**

There are no known legal requirements associated with the HBPC package.

## XIII. Glossary

Application Coordinator	Person responsible for the implementation, training, and troubleshooting of the software package, also acts as liaison between the HBPC Program personnel and IRM.
Branching	Jumping from one spot to another when entering data. Branching determines which questions will be asked based on current values.
Case Manager	HBPC provider who is assigned responsibility for coordinating specific patient care.
D/C	Discharge.
Default	The most probable answer to the field prompt. The value that appears between the field prompt and two slash marks (/). With the cursor resting next to the field prompt, you can either accept the default answer or enter your own answer. To accept the default, simply press the enter (or return) key. To change the default answer, type in your response.
Device Prompt	A prompt at which you identify where you want to send your report output.
Double Quotes	The " symbol. Enclose patient name with double quotes to inform VA FileMan you wish to create an additional record with the same name as an existing record in the file. (e.g., "lastname,firstname"). This method is used to create additional episode of care records for a patient in the HBHC Patient file.
Enter	Accept the entry or default response to a prompt. Symbolized by <ENTER> or <RET> in this manual.
Episode of Care	An admission to the HBPC Program begins an episode of care. The episode ends when the patient is discharged from the program. A complete episode of care must include an admission and a discharge or a reject.
Field	In the computing environment, a field is similar to the blank space on a form. Field refers to one element of information (e.g., patient name).
Field Prompt	An online instruction that identifies the type of information you need to enter.
File	A collection of related records treated as a unit.

Form 3	Evaluation/Admission data entry form.
Form 4	Visit Log data entry form.
Form 5	Discharge data entry form.
Form 6	Correction data entry form.
Free Text	A data type that can contain any printable characters.
HBHC	Hospital Based Home Care.
HBHC Provider file	File number 631.4, contains unique HBPC information pertaining to HBPC providers.
HBPC	Home Based Primary Care.
Help	Assistance information which is available online. Enter 1 or 2 question marks at any field prompt to obtain help explaining what answer(s) the field prompt will accept. Enter 3 question marks at any “Select ... Option” prompt to obtain a description of the option.
IRM	Information Resources Management.
Jump	Command that allows you to go from a particular field within a data entry option to another field within that same option.
Key	Special control that allows you to unlock and use options governing sensitive activities and information.
Mail Group	A name assigned to a group of computer users. When you send a message to the group, each member of the mail group receives the message.
Menu	A list of options from which you can select an activity.
Option	A computing activity that you can select from a menu.
Package	The set of programs, files, documentation, online help, and installation procedures that constitute a given software application.
Populate	To fill in a file with data.
Prompt	A question or message from the computer requiring your response.



Queued	A task that is sent for processing in the background.
Record	A collection of data items that refer to a specific entity (e.g., patient name, social security number, date of birth, all referring to the same patient).
Required Field	A mandatory field, one that must not remain blank.
Return	On the computer keyboard, the key located where the carriage return is on a typewriter. Symbolized by <RET> in this manual .
Security Key	Special control that allows you to unlock and use options governing sensitive activities and information.
Software	The set of programs that comprise the HBPC computer application.
Team	An interdisciplinary group of staff who care for a specific group of HBPC patients. Some HBPCs are composed of only one team; some have two teams, others three or more.